
U.S. Department of State Records Schedule

Chapter 05: General Services

General

B-05-001-01a **Employee License and Permit Files**

Description: Correspondence and forms regarding firearms, licensing and hunting permits, permission to sell controlled items, etc. NOTE: See item 050102 for auto license and related material.

a. Firearms Registration Files.

Disposition: Destroy when 2 years old.

DispAuthNo: NN-169-86, item 1a **Date Edited:** 4/1/1999

B-05-001-01b **Employee License and Permit Files**

Description: Correspondence and forms regarding firearms, licensing and hunting permits, permission to sell controlled items, etc. NOTE: See item 050102 for auto license and related material.

b. All Other Permit and License Files.

Disposition: Destroy when at least 6 months, but not more than 2 years old, depending on post operating needs.

DispAuthNo: NN-169-86, item 1b **Date Edited:** 4/1/1999

B-05-001-02 **Vehicle Registration Files (U.S. Government employee privately-owned)**

Description: Records of registration of private automobiles, including issuance of license plates, accident information, auto insurance.

Disposition: Destroy 2 years after departure of employee from post.

DispAuthNo: II-NNA-3, item 21 **Date Edited:** 4/1/1999

B-05-001-03 **Gratuity Records**

Description: Consists of names and titles of host government employees who perform services for the Embassy, including description of gift, cost, etc.

Disposition: Destroy when 1 year old.

DispAuthNo: NN-169-86, item 2 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-001-04a	Safety, Health and Environmental Records
Description:	Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters. a. Records documenting employee occupational exposures (regarding chemicals, asbestos, radiation, etc.); medical monitoring information; annual hazardous material inventory; and all policies, procedures, cables and other safety and health information promulgated by the Department as well as policies/programs issued by the post.
Disposition:	Retire to RSC when 10 years old for transfer to WNRC. Destroy when 75 years old.
DispAuthNo:	N1-84-94-3, item 1a Date Edited: 4/1/1999
B-05-001-04b	Safety, Health and Environmental Records
Description:	Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters. b. Records documenting post initiated inspections, assessment, findings and reports (i.e., related to safety, health, or environmental hazards); hazard condition notifications and requests to investigate hazardous conditions.
Disposition:	Destroy when 5 years old.
DispAuthNo:	N1-84-94-3, item 1b Date Edited: 4/1/1999
B-05-001-04c	Safety, Health and Environmental Records
Description:	Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters. c. Records of Mishap Investigation Analysis Boards, Mishap Forms (DS-1663), Motor Vehicle Accident Forms (SF-91 and SF- 91a); training records; and safety and health planning analyses.
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-84-94-3, item 1c Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-001-04d **Safety, Health and Environmental Records**

Description: Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters.

d. Material Safety Data Sheets (MSDS).

Disposition: Retain as long as product is used, then destroy.

DispAuthNo: N1-84-94-3, item 1d

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

Motor Vehicles

B-05-002-01a Vehicle Registration Files - U.S. Government-owned

Description: Records pertaining to the registration of U.S. Government-owned vehicles, including correspondence with the Foreign Office, prefecture of police or automobile organization.

a. One-time registrations.

Disposition: Destroy 3 years after disposal of vehicle.

DispAuthNo: NC1-84-80-7, item 1a **Date Edited:** 4/1/1999

B-05-002-01b Vehicle Registration Files - U.S. Government-owned

Description: Records pertaining to the registration of U.S. Government-owned vehicles, including correspondence with the Foreign Office, prefecture of police or automobile organization.

b. Renewal registrations.

Disposition: Destroy when superseded, except last one destroy 3 years after disposal of vehicle.

DispAuthNo: NC1-84-80-7, item 1b **Date Edited:** 4/1/1999

B-05-002-02 Accident Files

Description: Records relating to motor vehicle accidents involving U.S. Government-owned vehicles, including accident reports, statements of witnesses and investigating officers' claims, etc.

Disposition: Destroy 6 years after case is closed.

DispAuthNo: GRS 10, item 5 **Date Edited:** 4/1/1999

B-05-002-03 Vehicle Acquisition and Disposition Files

Description: Includes bids, sales agreements, certificates of award, etc.

Disposition: Destroy 4 years after vehicle leaves agency custody.

DispAuthNo: GRS 10, item 6 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-002-04a	Motor Vehicle Operating and Maintenance Files		
Description:	a. Summary data of operating and maintenance expenses including those relating to gas and oil consumption, repair charges (labor and parts), vehicle mileage, etc. Includes data used to prepare year-end report, other reports and all other items.		
Disposition:	Destroy when 3 months old.		
DispAuthNo:	GRS 10, item 2a	Date Edited:	4/1/1999
B-05-002-04b	Motor Vehicle Operating and Maintenance Files		
Description:	b. Source data of operating and maintenance expenses including gas coupons, service and repair work orders, Daily Vehicle Usage Report (OF-108), trip tickets, daily dispatch reports, etc.		
Disposition:	Destroy when 1 year old.		
DispAuthNo:	GRS 10, item 2b	Date Edited:	4/1/1999
B-05-002-05	Vehicle Inventory Report		
Description:			
Disposition:	Destroy when 1 year old.		
DispAuthNo:	GRS 10, item 2b	Date Edited:	4/1/1999
B-05-002-06a	Motor Vehicles Program Files		
Description:	Correspondence between post and Department regarding post fleet acquisition, disposition and other transactions.		
	a. Records of a policy and procedural nature.		
Disposition:	Destroy at post when no longer needed for reference purposes.		
DispAuthNo:	NC1-84-80-7, item 5a	Date Edited:	4/1/1999
B-05-002-06b	Motor Vehicles Program Files		
Description:	b. Records pertaining to routine administrative matters.		
Disposition:	Destroy when 2 years old.		
DispAuthNo:	NC1-84-80-7, item 5b	Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

Building Construction, Maintenance, and Housing

B-05-003-01 Building History Files

Description: Summary or narrative reports on specific U.S. Government buildings regarding such aspects as acquisition of sites, architectural design, cornerstone laying, cost of construction and furnishing, and utilization of space, with photographs of completed buildings.

Disposition: Retain permanently at post.

DispAuthNo: II-NNA-530, item 1

Date Edited: 4/1/1999

B-05-003-02a Real Property Title Records

Description: Acquisition background information, agreements, amendments, appraisals, authorizations, correspondence, data, documentation, floor plans, freehold titles with associated documentation pertaining to U.S. Government properties, licenses, major construction information, maps, memorandums, original leasehold, photographs, recommendations, records, reports, sales contracts, surveys, and tasks.

a. Title Deeds to Property. Where local law DOES NOT require that originals be retained by the foreign country.

NOTE: Under NO circumstances should original titles, crown type lease deeds documentation, the equivalent substitute, or original issuance be held at post.

Disposition: Forward signed original title or crown lease type deed documents issued by host country TO: A/FBO/OPS/RE/RPM.

DispAuthNo: N1-59-94-9, item 9a(1)

Date Edited: 4/1/1999

B-05-003-02b Real Property Title Records

Description: b. Title Deeds to Property - Held at Post. Where local laws DO require that originals be retained by the foreign country.

NOTE: Retain originals in a file safe.

Disposition: Forward 2 signed certified copies of title or crown lease type deed documents or equivalent that is recognized by the host government as well as the courts of the host country as having equal validity as proof of U.S. Government ownership as would an original deed TO: A/FBO/OPS/RE/RPM.

DispAuthNo: N1-59-94-9, item 9a(2)

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-003-03a	Architectural Data Files
Description:	Includes blueprints, floor plans, charts and other architectural data for U.S. Government-owned buildings abroad. a. Master File.
Disposition:	To be retained until U.S. Government disposes of building.
DispAuthNo:	II-NNA-530, item 3
Date Edited:	4/1/1999
B-05-003-03b	Architectural Data Files
Description:	b. All other files.
Disposition:	Destroy when obsolete or of no further value.
DispAuthNo:	II-NNA-530, item 4
Date Edited:	4/1/1999
B-05-003-04	Buildings - Contract Files (Maintained in the Budget & Fiscal Section)
Description:	Consists of ORIGINAL contracts, Contractor Evaluation Statement (DS-1771), close out memorandums, and other related documents on construction, furnishing, maintenance or repair of U.S. Government-owned or leased quarters.
Disposition:	Destroy 6 years and 3 months after final payment if all claims have been satisfactorily resolved.
DispAuthNo:	NC1-84-80-4, item 1
Date Edited:	4/1/1999
B-05-003-05	Site Acquisition Files
Description:	Includes correspondence, survey reports and photographs regarding the selection of sites and acquisition of property for the construction of U.S. Government-owned buildings and residences. Excludes title deeds (see item 050302).
Disposition:	To be retained until U.S. Government ceases to have any interest in the property.
DispAuthNo:	II-NNA-530, item 2
Date Edited:	4/1/1999
B-05-003-06	Obligating Document Files
Description:	Includes purchase orders, vouchers, invoices and other obligating documents.
Disposition:	Destroy when 5 years old.
DispAuthNo:	II-NNA-530, item 7
Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-003-07 Buildings - Program Files

Description: Includes correspondence, COPIES of contracts and related documents, reports, and specifications relating to the construction of, furnishing of, actual maintenance of, repair of, and sale of U.S. Government-owned buildings and residences.

(For ORIGINAL contracts see item 050304).

Disposition: Retain at post specifications and as built drawings until no longer needed. Destroy all other records 2 years after final payment if all claims have been satisfactorily resolved.

DispAuthNo: NC1-84-80-4, item 2

Date Edited: 4/1/1999

B-05-003-08 Buildings Maintenance - Procurement Files

Description: Correspondence, and COPIES of contracts with local companies relating to the - procurement - of materials, labor, supplies, and equipment that will be used in the maintenance of U.S. Government-owned buildings and leased quarters.

(For ORIGINAL contracts see item 050304).

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 24

Date Edited: 4/1/1999

B-05-003-09 Inspection and Testing Files

Description: Correspondence pertaining to inspection and testing of construction materials; daily or other periodic inspection reports, photographs and charts regarding U.S. Government-owned buildings and residences.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-530, item 10

Date Edited: 4/1/1999

B-05-003-10 Bid Files

Description: Correspondence regarding invitations to bid on contracts, and COPIES of contracts for the construction or repair of U.S. Government-owned buildings and residences.

(For ORIGINAL contracts see item 050304).

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-530, item 11

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-003-11 Delivery Sheets for Contractor or Warehouse**Description:****Disposition:** Destroy when 2 years old.**DispAuthNo:** II-NNA-530, item 13**Date Edited:** 4/1/1999

B-05-003-12 Lease - Contract Files**Description:** Lease contracts (COPIES), Contractor Evaluation Statement (DS-1771), close out memorandums, related bills, floor plans, advertising pamphlets, and communications.

(For ORIGINAL contracts see item 050304).

Disposition: Destroy 3 years after year in which premises are vacated; litigation, if any, is concluded; local laws no longer apply to the contract; and the statute of limitations period has expired.**DispAuthNo:** II-NNA-3183**Date Edited:** 4/1/1999

B-05-003-13 Post Interagency Housing Board Files**Description:** Files are maintained by the GSO section and arranged by the date of Interagency Housing Board (IAHB) meetings. Records consist of proceedings of the IAHB meetings held at post.

Records include meeting minutes, notes, assignment decisions and justifications, appeals, and assignment disputes.

Note: GSO retains copies of IAHB documents for OBO Real Property Management in support of an assignment appeal that is not resolved at post or for an OIG inspection or GAO audit (see 15 FAM 212.3 for guidance).

Disposition: TEMPORARY: Block annually. Destroy/delete when 3 (three) years old or when no longer needed for administrative purposes, whichever is later.**DispAuthNo:** GRS 26, item 1(a)**Date Edited:** 10/26/2010

U.S. Department of State Records Schedule

Chapter 05: General Services

Procurement and Supply

B-05-004-01a **Routine Procurement and Contract Files-Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment**

Description: a. Original Contracts.

Transactions of MORE than \$25,000 and all construction contracts exceeding \$2,000.

Disposition: Destroy six (6) years and three (3) months after final payment.

DispAuthNo: GRS 3, item 3a(1)(a) **Date Edited:** 1/5/2010

B-05-004-01b **Routine Procurement and Contract Files-Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment**

Description: b. Original Contracts.

Transactions of LESS than or equal to \$25,000 and construction contracts under \$2,000.

Disposition: Destroy three (3) years after final payment.

DispAuthNo: GRS 3, item 3a(1)(b) **Date Edited:** 1/5/2010

B-05-004-02a **Non-Expendable Property Inventory Files**

Description: a. Inventory Reconciliation Files. Documents used in making annual physical inventories. Included are the following reports: Automatic Adjustment Report, Comprehensive Report, Visual Report, Inventory Coverage Report, and Certificate of Reconciliation Report (OF-127, OF-132).

Disposition: Destroy 3 complete fiscal years after completion of inventory.

DispAuthNo: N1-84-94-5, item 1a **Date Edited:** 4/1/1999

B-05-004-02b **Non-Expendable Property Inventory Files**

Description: b. Individual Property Record Cards (OF-129)

Disposition: Destroy 2 years after property has been sold or otherwise disposed of.

DispAuthNo: GRS 3, item 9b **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-004-02c	Non-Expendable Property Inventory Files
Description:	c. Composite Property Record Cards (OF-128)
Disposition:	Destroy 2 years after stock balance has been transferred to new card.
DispAuthNo:	GRS 3, item 9b
Date Edited:	4/1/1999
B-05-004-03	Expendable Stock Control Record Card (OF-131)
Description:	
Disposition:	Destroy 1 year after discontinuance of item or 1 year after stock balance is transferred to new card.
DispAuthNo:	N1-84-94-5, item 2
Date Edited:	4/1/1999
B-05-004-04a	Requisition Files
Description:	Requisitions for supplies, equipment or services; estimated office requirements for supplies; and monthly reports of supplies distributed. a. Expendable Stock.
Disposition:	Destroy 1 year after issue of item.
DispAuthNo:	N1-84-94-5, item 3a
Date Edited:	4/1/1999
B-05-004-04b	Requisition Files
Description:	b. Non-expendable Property.
Disposition:	Destroy 2 years after completion or cancellation of requisition.
DispAuthNo:	GRS 3, item 8a
Date Edited:	4/1/1999
B-05-004-05	Reserved for future use.
Description:	
Disposition:	
DispAuthNo:	Reserved
Date Edited:	1/5/2010

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-004-06 Property Disposal Files

Description: Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

Disposition: Destroy 2 years after final disposition action is taken. If sale was part of the disposal action, keep until 2 years after final settlement.

DispAuthNo: N1-84-94-5, item 4 **Date Edited:** 4/1/1999

B-05-004-07 Reserved for future use

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/1/1999

B-05-004-08 Reserved for future use

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/1/1999

B-05-004-09 Residence Inventory List

Description:

Disposition: Destroy after outgoing inventory has been taken and all discrepancies have been resolved.

DispAuthNo: N1-84-94-5, item 5 **Date Edited:** 4/1/1999

B-05-004-10 Receiving Files

Description: Receiving reports, copies of purchase orders, transfer documents, requisitions, shipping notices, bills of lading and other documents accumulated in the receipt of property after shipping.

Disposition: Destroy 3 complete fiscal years after the final delivery has been made.

DispAuthNo: N1-84-94-5, item 6 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

Publications and Map Procurement

B-05-005-01 Map Procurement Correspondence Files

Description: Correspondence regarding the procurement of maps for the Department or other Government agencies.

Disposition: Destroy when 2 years old.

DispAuthNo: NN-169-85, item 1 **Date Edited:** 4/1/1999

B-05-005-02 Publications Record Files

Description: Cards or other records of publications transmitted to the Department.

Disposition: Destroy when 2 years old.

DispAuthNo: NN-169-85, item 2 **Date Edited:** 4/1/1999

B-05-005-03 Purchase Order Files

Description: Copies of purchase orders and invoices for publications procured, excluding copies maintained in the post Budget and Fiscal Section.

Disposition: Destroy 1 year after termination or completion.

DispAuthNo: GRS 3, item 3c **Date Edited:** 4/1/1999

B-05-005-04 Foreign Publications Correspondence Files

Description: Communications with the Department, foreign organizations and institutions and other posts regarding the procurement of foreign publications for the Department, other Federal agencies and U.S. Government libraries.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 35 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

Travel and Transportation

B-05-006-01a Official Travel Records

Description: a. Requests, authorizations, orders, obligating documents and related papers, local transportation requests and authorizations issued by posts.

Disposition: Destroy when 1 year old.

DispAuthNo: NN-169-86, item 8 **Date Edited:** 4/1/1999

B-05-006-01b Official Travel Records

Description: b. Issuing office copies of U.S. Government Transportation Request (SF-1169).

Disposition: Destroy 6 years after the period of the account.

DispAuthNo: GRS 9, item 1c **Date Edited:** 4/1/1999

B-05-006-02 Travel Program Files

Description: Communications regarding travel arrangements, including arrivals, visits and departures of travelers, information on travel orders, hotel accommodations, conference details, assignment of space; correspondence with transportation companies and hotels regarding travel and accommodations for official travelers; and card indexes to the travel correspondence file.

Disposition: Destroy when 1 year old.

DispAuthNo: NN-169-86, item 9 **Date Edited:** 4/1/1999

B-05-006-03 Passenger Lists

Description: Includes ship and air schedules and lists of official passengers aboard incoming ships and planes.

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 9, item 4a **Date Edited:** 4/1/1999

B-05-006-04 Arrival and Departure Lists

Description: List of persons arriving and departing from posts.

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 9, item 4a **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-006-05	Shipment Files, Official Supplies and Equipment
Description:	Correspondence and forms regarding the shipment of materials to and from the post, including bills of lading, airway bills and related documents. Where a separate Bills of Lading File is maintained, see item 050607.
Disposition:	Cut off at end of fiscal year. Destroy 6 (six) years after the period of the account. (supersedes NN-169-86, item 10)
DispAuthNo:	GRS 9, item 1c
	Date Edited: 1/10/2011
B-05-006-06	Household and Personal Effects - Shipment Files
Description:	Correspondence and forms regarding the shipment of materials to and from the post and related card records regarding shipment; bills of lading, airway bills and related documents. Where a separate Bills of Lading File is maintained, see item 050607.
Disposition:	Cut off at end of fiscal year. Destroy 6 (six) years after the period of the account. (supersedes NN-169-86, item 11)
DispAuthNo:	GRS 9, item 1c
	Date Edited: 1/10/2011
B-05-006-07a	Bills of Lading Files
Description:	Includes airway bills and related documents used in connection with the transportation of official supplies or personal effects. a. Shipment of official supplies and equipment.
Disposition:	Destroy when 2 years old.
DispAuthNo:	NN-169-86, item 12a
	Date Edited: 4/1/1999
B-05-006-07b	Bills of Lading Files
Description:	b. Shipment of household and personal effects.
Disposition:	Destroy 2 years after reassignment or transfer of employee.
DispAuthNo:	NN-169-86, item 12b
	Date Edited: 4/1/1999
B-05-006-08	Shipping Requests
Description:	Requests made to American firms to ship goods to an overseas post.
Disposition:	Destroy when 2 years old.
DispAuthNo:	II-NNA-3, item 27
	Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-006-09a	Free Entry Permits
---------------------	---------------------------

Description:	a. Copies bearing Foreign Office approval.
---------------------	--

Disposition:	Destroy when 2 years old.
---------------------	---------------------------

DispAuthNo:	II-NNA-3, item 26	Date Edited:	4/1/1999
--------------------	-------------------	---------------------	----------

B-05-006-09b	Free Entry Permits
---------------------	---------------------------

Description:	b. All other copies.
---------------------	----------------------

Disposition:	Destroy when 6 months old.
---------------------	----------------------------

DispAuthNo:	II-NNA-3, item 26	Date Edited:	4/1/1999
--------------------	-------------------	---------------------	----------

U.S. Department of State Records Schedule

Chapter 05: General Services

Commissary

B-05-007-01 Procurement Files

Description: Commissary orders and related correspondence with firms regarding the purchase of supplies for the commissary.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 86 **Date Edited:** 4/1/1999

B-05-007-02 Order Files

Description: Correspondence with customers and with other posts regarding their orders for supplies through the commissary.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 87 **Date Edited:** 4/1/1999

B-05-007-03 Price Lists

Description: Lists sent to other posts ordering from the commissary.

Disposition: Retain one copy of each list and destroy all other copies when new list is issued.

DispAuthNo: II-NNA-3, item 88 **Date Edited:** 4/1/1999

B-05-007-04a Stock Record Cards

Description: a. Merchandise stock record cards reflect the movement of stock.

Disposition: Destroy after monthly inventory is verified.

DispAuthNo: II-NNA-3, item 89 **Date Edited:** 4/1/1999

B-05-007-04b Stock Record Cards

Description: b. Warehouse stock cards consisting of a daily running inventory of stock in the warehouse.

Disposition: Destroy after yearly audit.

DispAuthNo: II-NNA-3, item 90 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-007-04c Stock Record Cards

Description: c. Office stock record cards reflecting receipts and monthly inventory balances, long range consumption figures, and cost/selling price of each item.

Disposition: Destroy when 3 years old.

DispAuthNo: II-NNA-3, item 92 **Date Edited:** 4/1/1999

B-05-007-05a Tally Records

Description: In and out tallies indicating quantity, condition, and other data regarding supplies received.

a. Warehouse and stock record copies.

Disposition: Destroy after yearly audit.

DispAuthNo: II-NNA-3, item 91 **Date Edited:** 4/1/1999

B-05-007-05b Tally Records

Description: b. Accounting copy.

Disposition: Destroy when 5 years old.

DispAuthNo: II-NNA-3, item 91 **Date Edited:** 4/1/1999

B-05-007-06 Issue Slips

Description: Issue slips documenting the transfer of merchandise from the warehouse to the sales floor.

Disposition: Destroy after yearly audit.

DispAuthNo: II-NNA-3, item 93 **Date Edited:** 4/1/1999

B-05-007-07 Inventory Reports

Description:

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 94 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-007-08a **Customer Records**

Description: a. Application for an account with the commissary.

Disposition: Destroy 2 years after account has become inactive.

DispAuthNo: II-NNA-3, item 95 **Date Edited:** 4/1/1999

B-05-007-08b **Customer Records**

Description: b. Customer's Index Card.

Disposition: Destroy when account is closed.

DispAuthNo: II-NNA-3, item 98 **Date Edited:** 4/1/1999

B-05-007-08c **Customer Records**

Description: c. Customer's Account Card.

Disposition: Destroy 2 years after account is closed.

DispAuthNo: II-NNA-3, item 97 **Date Edited:** 4/1/1999

B-05-007-08d **Customer Records**

Description: d. Eligibility Files. Interoffice memoranda, lists, and other data regarding the eligibility of personnel for commissary privileges, and information concerning accounts.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 97 **Date Edited:** 4/1/1999

B-05-007-08e **Customer Records**

Description: e. Purchase Authorizations. Individual authorizations for eligible employees to make purchases at the commissary.

Disposition: Destroy 2 years after customer's account has become inactive.

DispAuthNo: II-NNA-3, item 96 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-007-09 Sales Receipts for Merchandise purchased from Commissary on account**Description:****Disposition:** Destroy 1 year after posting to customer's account.**DispAuthNo:** II-NNA-3, item 100 **Date Edited:** 4/1/1999

B-05-007-10 Cash Sales Control Slips**Description:****Disposition:** Destroy after monthly audit.**DispAuthNo:** II-NNA-3, item 101 **Date Edited:** 4/1/1999

B-05-007-11 Daily Cash/Bank Receipts and Disbursement Forms**Description:****Disposition:** Destroy when 5 years old.**DispAuthNo:** II-NNA-3, item 102 **Date Edited:** 4/1/1999

B-05-007-12 Journal Vouchers**Description:****Disposition:** Destroy when 5 years old.**DispAuthNo:** II-NNA-3, item 103 **Date Edited:** 4/1/1999

B-05-007-13 Cigarette Ration Card**Description:****Disposition:** Destroy 3 months after completion of card or after card becomes inactive.**DispAuthNo:** II-NNA-3, item 104 **Date Edited:** 4/1/1999

B-05-007-14 Coal Order Card with related correspondence**Description:****Disposition:** Destroy when 2 years old.**DispAuthNo:** II-NNA-3, item 105 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-007-15 Gasoline Cards and related data

Description:

Disposition: Destroy 1 year after card becomes inactive.

DispAuthNo: II-NNA-3, item 106 **Date Edited:** 4/1/1999

B-05-007-16 Personnel Files

Description: Personnel records and related data pertaining to salaries and taxes for commissary employees ONLY in case of those commissaries operated independently of post funds.

Disposition: Destroy 2 years after separation of employee.

DispAuthNo: II-NNA-3, item 107 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

Restaurant

B-05-008-01 Restaurant Program Files

Description: Correspondence with firms supplying necessary food, merchandise and equipment for the proper overall operation of restaurant or cafeteria.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 75 **Date Edited:** 4/1/1999

B-05-008-02a Inventory Records

Description: a. Daily report on food supplies on-hand.

Disposition: Destroy after monthly report is prepared.

DispAuthNo: II-NNA-3, item 76 **Date Edited:** 4/1/1999

B-05-008-02b Inventory Records

Description: b. Monthly report of food purchased from Commissary, Army PX, or local market

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 77 **Date Edited:** 4/1/1999

B-05-008-03a Restaurant Records

Description: a. Daily report on restaurant or cafeteria receipts.

Disposition: Destroy when monthly statement of accounts is verified.

DispAuthNo: II-NNA-3, item 79 **Date Edited:** 4/1/1999

B-05-008-03b Restaurant Records

Description: b. Monthly Statements on restaurant or cafeteria account.

Disposition: Retain one record set indefinitely and destroy all other copies after 3 months.

DispAuthNo: II-NNA-3, item 80 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-008-04	Cash Vouchers for Payment or Receipt of Funds
Description:	
Disposition:	Destroy when 5 years old.
DispAuthNo:	II-NNA-3, item 81
Date Edited:	4/1/1999
B-05-008-05	Requisitions Files
Description:	Requisitions for supplies, equipment or services.
Disposition:	Destroy when 1 year old.
DispAuthNo:	II-NNA-3, item 82
Date Edited:	4/1/1999
B-05-008-06	Personnel Records
Description:	Personnel files for restaurant or cafeteria employees ONLY in those cases where the facility is operated independently of post funds.
Disposition:	Destroy 2 years after employee is separated.
DispAuthNo:	II-NNA-3, item 83
Date Edited:	4/1/1999
B-05-008-07	Working schedules or other assignment data for restaurant or cafeteria employee
Description:	
Disposition:	Destroy when new schedule or assignment data is prepared.
DispAuthNo:	II-NNA-3, item 84
Date Edited:	4/1/1999
B-05-008-08	Time and Attendance Reports
Description:	Time and Attendance Reports for restaurant or cafeteria employees ONLY in those cases where the facility is operated independently of post funds.
Disposition:	The following disposition is temporarily suspended due to the AFGE litigation hold. These records may not be destroyed until further notice. Destroy when 6 years old.
DispAuthNo:	GRS 2, item 7
Date Edited:	4/1/1999